



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 10-2	Subject: <b>ORGANIZATION AND RESPONSIBILITY</b>
Reference: <a href="#">P&amp;P 10-1</a> ; <a href="#">DOC 1.1.3</a> ; <a href="#">46-23-1004, MCA</a> ; <a href="#">53-1-203, MCA</a>	Page 1 of 2
Effective Date: 06/15/01	Revision Dates: 10/29/01; 3/14/03; 10/06/08
Signature / Title: /s/ Ron Alsbury	

### I. BUREAU DIRECTIVE:

The intent of this procedure is to describe the organization and responsibility of the Probation & Parole Bureau.

### II. DEFINITIONS:

Probation & Parole Bureau – Adult probation and parole services.

### III. PROCEDURES:

To accomplish its mission, objectives and goals: The Probation & Parole Bureau (Bureau) is organized into six regions, with regional offices located in Kalispell, Great Falls, Helena, Billings, Glendive and Missoula, serving every Montana community, and; Bureau employees within each region will work in correlation with the Facilities Program Bureau, which oversees Adult Community Corrections Programs, and the Adult Interstate Compact Unit, which monitors supervision of interstate adult offenders on probation or parole.

#### A. Responsibilities of the Bureau

The Bureau, within the Adult Community Corrections Division (ACCD), Department of Corrections, is responsible for overseeing the activities of Bureau employees.

#### B. Organization of the Bureau

The Bureau is administered by the Bureau Chief who exercises administrative and supervisory responsibilities to all operations of the Bureau. The Bureau Chief is accountable for the immediate management and control of the Bureau, subject to the general policies and programs established by the Department of Corrections, the ACCD, and the laws of the state of Montana.

The following positions are established:

- Regional Administrators (RA), responsible for the management of regional staff, programs and budgets.
- Probation and Parole Officer II's (POII), responsible for assisting the RAs with supervision of employees and management of regional operations.



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- Adult Probation & Parole Officers (Officers), responsible for the direct supervision of adult probation and parole offenders. The Officers also work closely with the district court judges and the Board of Pardons and Parole.
- Administrative Support Staff, responsible for providing administrative support and clerical assistance to personnel in the regions and Central Office.
- Intensive Supervision Officers, responsible for supervising offenders placed in the Intensive Supervision Program.
- Institutional Probation & Parole Officers, assigned to correctional facilities, responsible for adult parole planning and coordination of releases from the institution.
- Probation & Parole Technicians, responsible for performing duties in support of Officers in smaller satellite offices.

C. Chain of Command in absence of the Regional Administrator

1. In the RA's absence, the assigned POII will assume the RA's responsibilities.
2. When possible, the RA shall inform the POII of his/her absence in advance.
3. When the RA and the POII(s) are absent from the region, the Bureau Chief will assume the administrative/supervisory responsibilities for the region.

**III. CLOSING:**

Questions concerning this procedure shall be directed to the RA or Bureau Chief.

Form

P&P 10-2(A)

Adult Community Corrections Division Organizational Chart